



Guidelines and Criteria for Recommending Permanent New Classified Positions

Because of contractual differences, Classified Staff hiring procedures have some fundamental differences from Faculty hiring procedures.

Current classified positions that become vacant do not fall under the following process unless the supervisor determines that the position is no longer critical to the mission, strategic goals and educational master plan of the college.

Externally funded positions which are required under program/grant eligibility requirements are exempted from this process. These positions will be presented to shared governance bodies as information items only.

Identification Process

The process for recommending permanent new Classified positions is a collaborative one grounded in the shared governance process and starts with Division Deans, Department and/or Program managers, and departmental faculty or staff who identify the need for a new position. Each position forwarded needs to have a written justification, succinct and comprehensive, using the Classified Hiring/Position Justification Form.

College Budget Committee

Using current fiscal information, the Budget Committee informs and makes overall recommendations on the number of positions that can be hired to the College Planning Council. Identification process will go forward even if no budget for hiring is expected to be available.

IPC-SSPC

Early in the fall semester the IPC and SSPC together will develop the criteria to be used in prioritizing the positions.

Division/Department

The first prioritization takes place at the Division/Department level, then the identified recommended prioritized positions are forwarded to a joint meeting of the Instructional Planning Council and the Student Services Planning Council.

Instructional Planning Council and Student Services Planning Council

Recommendations for Classified positions are presented by the appropriate Dean, Program Manager or Vice President at the joint meeting of the Instructional Planning Council and the Student Services Planning Council for review. **If a special meeting of these two councils needs to be held for the timing of putting the requested positions forward, one will be scheduled.**

The result of this joint meeting will be a prioritized list of fully justified requests, accompanied by the rationale behind the prioritization and how it aligns with the college's mission and strategic goals. The top ranking positions are then forwarded to the College Planning Council.

Classified Senate

All requested Classified positions will be presented at the appropriate Classified Senate Meeting as information only.

College Planning Council

The fully justified requests and prioritized list of new Classified positions will be presented to the College Planning Council. College Planning Council reviews the prioritized list and makes a recommendation to the President. College Planning Council members represent all members of the Cañada community and are obliged to report all activities to their respective constituencies.

The President

All hiring decisions lie with the President. The President's final hiring decisions are shared with the College Planning Council. If the President's decision varies from the recommended positions, he/she will formally present to the College Planning Council the rationale behind his or her final decision.



New Classified Hiring/Position Justification

Hiring Division/Department: Athletics **Position Title:** Office Assistant II

Classification

Position type: Permanent x Full Time x # of months 12
Part Time _____ % of Full Time _____ # of months _____

Position: General Funds _____
Allocation: External Funds* _____ Expiration Date _____

Budget Information

Grade 18 Step _____ Annual Salary _____

Justification

Please respond to the following questions in electronic format to the appropriate Dean, Manager or Vice President. Additional information may be provided as relevant for position justification.

1. Describe the specific needs for the position requested and the duties of this position in a brief statement.

Cañada College KAD serves one of the largest populations of FTES that are underrepresented and student of colors. As the KAD Department prepares itself for the new B1 Kinesiology and Wellness Center, this position will play a critical role in providing the interdepartmental support necessary to complete detailed and complex clerical and administrative support with an expectation of resolving problems and making independent decisions with minimum supervision. Public contact is extensive, especially as B1 will operating both public and privately in conjunction with the San Mateo Athletic Club Enterprises. This position will coordinate will all college and District staff, faculty, students, vendors, other educational institutions, business and community representatives, regulatory agencies, and governmental agencies for the purpose of exchanging policy and procedural information.

As B1 is positioned to be both publicly and privately operated, the Office Assistant II's responsibilities will include, but not limited to the following:

- Exchanges information with KAD faculty, college staff and others regarding department services, as well as to provide and/or interpret operating policies, and procedures

- Screens calls, visitors and electronic inquiries to provide policy and procedural information and/or to take messages and make appropriate referrals
 - Sets up and maintains a complex management calendar for all sections (FITN, INDV, VARS, TEAM, DANC)
 - Plans and coordinates division events and activities in conjunction with other management and staff, including providing event and activity support such as planning and scheduling speakers, confirming sites and availability of participants, compiling event materials, and providing follow-up as assigned
 - Uses a database and a variety of spreadsheet and other computer software to set up, track, and maintain a wide variety of data and files, including educational and faculty schedules, class schedules, budget and financial records, confidential student demographic data, and other information
 - Composes and prepares correspondence, memoranda, report narratives, publicity materials and other materials from original ideas or with general instruction
 - Uses standard software applications to prepare correspondence, reports, surveys, presentations, brochures, special projects, grant applications, contracts, and agendas and meeting minutes
2. Explain how this position aligns with and supports the mission and strategic goals of the college.

CG3: Organizational Development

Focus institutional resources on the structures, processes, and practices that invest in a diverse student population and prioritize and promote equitable, inclusive, and transformative learning.

The Office Assistant II position directly supports the internal KAD Department along with local community agencies as B1 will be operated privately in conjunction with the college.

3. Explain how adding this position will strengthen the department or division.

The college and district has demonstrated the goal of increasing FTES within the Kinesiology, Athletics, and Dance Department by supporting the efforts to build a new B1 Kinesiology and Wellness Center. Funding this full-time position will allow for adequate support as the KAD grows in both positions and programs. The KAD office will need this position as it will receive frequently asked questions of the department as the building will be open to both students and private clients. Having an Office Assistant II as a first point of contact for an instructional department is key for connecting our potential students with programs and services and strategies for success.

4. Explain how this work will be accomplished if the position is not filled.

KAD is the only instructional department without a Division Assistant. This position will allow for classified work to be accomplished and while supporting its current KAD faculty, staff, coaches, and student athletes.

Please submit completed Classified Position Hiring/ Position Justification electronically to the responsible administrator in your division or department.

This position has been reviewed by the department or division and is recommended for hiring.

Matt Lee

Dean / Director / Hiring Supervisor

10/19/18

Date